

# WORKFLOWS CATALOGING CODES

WHAT THEY MEAN, WHAT THEY DO...

For more information, visit  
the Cataloging Parameters  
page on the RSA support  
site:

<https://rb.gy/qzyt14>

## ITEM TYPE

Describes WHAT the  
item is.

Determines the circ &  
hold rules.

Ex.: BOOK or N-BK



## HOME LOCATION

Describes WHERE the  
item is shelved.

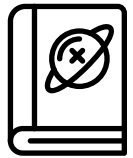
Ex.: FICTION,  
YA-NF, or  
AV-MOVIE



## ITEM CAT 1

Describes the content  
of the item.

Use: FICTION, NONFICTION,  
EQUIPMENT



## ITEM CAT 2

Describes the reading,  
viewing, or listening  
level of the item.

Use: ADULT, YOUNGADULT,  
JUVENILE, EQUIPMENT

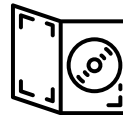


## ITEM CAT 3

Describes the general  
format of the item.

Used for statistics  
and searching.

Ex.: MOVIE or  
AUDIOBOOK



## ITEM CATS 4 & 5

Describes the genre (4)  
and sub-genre (5) of the  
item.

Used for searching.

CAT 4 Ex.: ROMANCE

CAT 5 Ex.: MOVIE-R



## ITEM CAT 6

Assigning the  
OCLC EXCLUD code will  
prevent your  
library's holdings  
from being updated  
in OCLC.



## ITEM CATS 7-10

These are not  
currently used.



QUESTIONS?



Visit the RSA support site,  
or contact the Help Desk!

website: [support.librariesofrsa.org](http://support.librariesofrsa.org)

email: [help@librariesofrsa.org](mailto:help@librariesofrsa.org)

phone: 866.940.4083

OR 309.315.9123